

## AGR EQUAL OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
1636 GOLD STAR DRIVE  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ANG-AGR 2012-08

OPENING DATE: 15 May 2012

CLOSING DATE: 12 June 2012

ANTICIPATED FILL DATE: to be determined

### POSITION TITLE AND NUMBER:

Administrative Assistant  
D1526000  
0085899834

### UNIT/ACTIVITY AND DUTY LOCATION:

145<sup>th</sup> Airlift Wing  
NCANG, Charlotte, NC

**GRADE AND SALARY:** Pay and allowances commensurate with military grade not to exceed MSgt/E7.

**AREA OF CONSIDERATION:** The area of consideration for this position is NATIONWIDE.

**HOW TO APPLY:** Applicants interested in the AGR position may apply by submitting an Application for Active Guard/Reserve (NGB Form 34-1).

Applications must be sent to: 145<sup>th</sup> FSS/FSO, ATTN: Lt Col Shawne Johnson, 4930 Minuteman Way, Charlotte, NC 28208-3866 to be received not later than the close of business on the above indicated closing date. Applications can also be emailed to: [shawne.johnson@ang.af.mil](mailto:shawne.johnson@ang.af.mil) Email as one complete package...do not separate into individual attachments. DO NOT SUBMIT BINDERS OR FOLDERS. Please include a current email address so that we can confirm receipt of application.

AGR applicants must include with application:

- (1) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. (Obtain from your PT Monitor)
- (2) Current Report of Individual (RIP) - (all pages) (Obtain from vMPF)
- (3) ASVAB: Must comply with ASVAB and PULHES criteria as listed in AFECDC.
- (4) Dental Classification: 1 or 2 (Obtain SF 603A from 145 MDG)

**\*\*Incomplete packages will not be forwarded for consideration.**

**QUALIFICATIONS:** Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with ASVAB criteria as listed in AFECDC. Must hold a valid Security Clearance as required for the AFSC. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of relationship of data, information, and knowledge; policies and procedures relating to life cycle of information, including electronic communications, e-mail management, content management, records management, publications, forms, and information systems; Freedom of Information Act, Privacy Act, and document security (FOUO, unclassified, classified); standard software applications and collaboration tools; expeditionary concepts and after-action reporting; and information technology fundamentals.

**NOTE: Military Grade Inversion:** The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

**MILITARY ASSIGNMENT:** Assignment in an Enlisted position, 145 AW, NCANG, AFSC: 3D0XX, and appropriate military UMD grade. Applicant must be within USAF weight standards. Must participate with unit during Unit Training Assemblies and Annual Training.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Assists in managing the Internal Management Control Program (IMPC). Gathers and organizes IMCP material, establishes a suspense system, drafts the annual wing plan, and provides accurate information regarding changes in the program and in the status of the IMCP submission by managers. Coaches managers, identifies trends, and develops analysis tools using data from the reports. Advises of systematic strengths and weaknesses. Drafts reports for Air Commander's approval and submission to the Adjutant General, United States Property and Fiscal Office (USPFO), Air Force Audit Agency (AFAA), and National Guard Bureau (NGB). Assists the Commander, Vice Commander and Wing Inspector General with planning and coordination of the Command Inspection program. Assists in the development of inspection schedules; coordination of timetables with staff directorates and major commands; development of areas of inspection through analysis of prior inspection reports and identification of previous problem areas. Reviews after action reports submitted by units to help identify ongoing problem areas. Coordinates review of reports with the Inspector General when requested. Oversees the Officer Evaluation Program. Monitors suspense dates for submission of Officer Performance Reports (OPR's) to the Vice Commander and Wing Executive Officer. Reviews OPR's for accuracy prior to signature by the command element. Coordinates extension of established suspense dates with the Military Personnel Section. Provides the Air Commander with status of all OPR's and provides assistance to subordinate units when necessary. Assists in the development of policy letters which may require researching applicable directives from higher authority, to ensure conflict will not result from issuance of new policy. Coordinates draft policy with other staff directorates prior to submission for final review and approval. When assigned by the Air Commander, supports unit personnel in their computer needs by answering routine questions and bringing issues and problems to the attention of Information Management personnel. Documents problems and records trends. Obtains assistance from Workgroup Manager (WGM) to explain complex network concepts. Installs or requests assistance to install and configure application software to run on stand-alone computers or networked systems. Maintains automated configuration control files and registers software to the installation. Requests installation and maintenance of microcomputers, printers and peripheral equipment. Performs limited maintenance and trouble shooting or obtains assistance of WGM to resolve hardware problems. Briefs new personnel on computer operations and performs demonstrations as required. Maintains and administers multiple support budgets for the Air Commander's Office. Maintains all files and records. Receives, inputs, monitors, and records all expenditures. Receives, obligates and disperses funds for accounts. Reconciles and audits accounts. Prepares and submits required reports. Resolves problems, issues, and conflicts within the budgets. Sets up controls to monitor expenses during the year and recommends budget adjustments. Processes orders for the section, to include preparation, publication, distribution and tracking of civilian and military travel orders; annual training, special training, and other orders, to include special authorizations. Reconciles the orders process with the workday accounting program to ensure validation of orders requirements to include workday management. All transactions are tracked and recorded for reconciliation and audit. Prepares and submits required budget reports. Maintains personal contact with functional managers to discuss administrative practices and services, provide technical advice, and guidance, and recommend methods and procedures where necessary. Advises other administrative personnel of latest directives regarding administrative procedures. Provides information, explains the application of regulations, and resolves problems with contacts as they relate to administrative functions. Controls access to the Air Commander and/or Vice Air Commander. Maintains their calendar and schedule of appointments. Makes all necessary arrangements for conferences, meetings, and travel. Receives visitors and telephone calls for the Air Commander and/or Vice Commander. Reviews incoming correspondence, publications, regulations, and directives, which may affect the supervisor, or programs within the supervisor's purview. Determines distribution and routing of incoming correspondence. Prepares and reviews outgoing correspondence for proper format, policy, and procedural adherence. Maintains office files of correspondence, directives, regulations, and other information. Provides for control of all classified documents for the Command Administrative Office. Insures that documents are properly logged and safeguarded. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:**

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; white, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs.
2. An initial, and periodic medical examination may be required for jobs located in working areas which have a high exposure risk to conditions which may result in occupational illness or injury.
3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15.
4. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date.
5. Males born on or after 1 January 1960 must be registered with the Selective Service in order to be considered for federal employment.

**DISTRIBUTION:**

A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-20, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRRA-1, VCSOP-1